

ADMINISTRATIVE - INTERNAL USE ONLY

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OIR/IRIS
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MEMORANDUM FOR: Director, Office of Information Technology

FROM:

Director of Information Resources

SUBJECT: Reduction of Subscription Renewals

1. Attached is a list of all renewable publications on order for 1987 through OIR/Publications Procurement Branch. It is a compilation of your office's 1987 subscriptions to open source yearbooks, annual reports, newspapers and periodicals, including costs.

2. Each year we ask every Agency office to review its subscriptions to ensure that only essential publications are renewed. For FY88 we are asking your staff to take a very close look at your renewals. OIR's publications procurement budget, which funds all Agency publications procurement, will at best remain flat. Moreover, despite low rates of overall inflation, US periodical subscription costs on the average have been increasing by more than ten percent per year. Many of the highly specialized subscriptions that the Agency orders are rising at a much higher rate. To cover this shortfall I am asking each Agency component to reduce their subscriptions to US publications by fifteen percent. (Your office's 1987 expenditure was at approximately \$34,000.) I would appreciate your personal assurance that this reduction be accomplished in FY88.

3. In our view, the Agency needs to maintain its access to time sensitive foreign subscriptions; therefore, the FY88 anticipated shortfall can best be met through a reduction in domestic procurement. However, the precipitous fall of the dollar, by as much as 40 percent, has contributed to a substantial cost increase in the acquisition of foreign subscriptions. We urge your staff to review foreign subscriptions--particularly those obtained via commercial airmail which are very expensive--and to cancel duplicate or marginal publications where appropriate.

4. If you have any questions, please contact Chief of Publications Procurement Branch.

*C/MG —**Do we have central pt.*Attachment:
As stated*where we can monitor our
expenditure if OIR allocation?
If not, let's establish one so
we can manage. DD/CIT*

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